

City of Kirkland Planning Department Personal Wireless Service Facility Application Requirements:

Application Checklist

The following is a list of materials which must be submitted in order to have a complete application. For some applications, it will not be necessary to submit all of the listed materials. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. Your application will be reviewed for completeness by utilizing the items within this checklist.

Pre-Submittal Meeting

- ☐ A meeting with a planner is required within the six months immediately prior to application submittal.

Application

- ☐ A completed and signed Environmental Checklist (unless exempt).
- ☐ A completed application [questionnaire](#).

Fees

- ☐ Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

Note: Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

Neighborhood Meetings

- ☐ A neighborhood meeting is encouraged for a Process IIB permit (see [instruction sheet](#)).

Plans

Dimensioned plans, drawn at 1" = 20' or a comparable scale, showing the following information. For facilities to be located on an existing structure, some items below may be waived at the pre-submittal meeting.

- ☐ Location, type, dimensions, height, materials and color of the proposed or existing tower or structure.
- ☐ Location, type, dimensions, height, number, color and technical specifications of proposed antennas.
- ☐ Location, type, dimensions, gross floor area, height, materials and color of proposed equipment structure. Location of exhaust ports or outlets.
- ☐ The type of concealment technology which will be utilized.
- ☐ Proposed location of power, telephone and other utilities serving the site.
- ☐ Specific landscape, screening and fencing materials. Landscape plans shall include size, species, location, distance apart, plus irrigation and maintenance plans.
- ☐ Proposed setbacks from property lines, nearest residential unit and residentially zoned properties.
- ☐ On-site and adjacent land uses and zoning.

- ☐ Adjacent roadways and proposed means of access.
- ☐ Location and extent of any streams, wetlands, or landslide hazard areas on or within 100 feet of the underlying property.
- ☐ Tree Plan II.
- ☐ Existing and finished grades at 2 foot contours with the precise slope of any area in excess of 15%.
- ☐ Lot size and lot coverage calculations for the underlying property
- ☐ Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.

Other

- ☐ Dimensioned elevation drawings of the existing tower or structure showing the proposed antennas, and equipment structure (at 1/8" = 1' or comparable scale).
- ☐ A current map and/or aerial photograph showing the location of the proposed tower.
- ☐ Photo simulations of the proposed facility from affected residential properties and public rights-of-way. Photo of the existing facility at the time of application, if applicable. Identify all carriers using the facility.
- ☐ Information of sufficient detail to demonstrate that the equipment structure is the minimum size necessary.
- ☐ A notarized letter signed by the applicant stating that the personal wireless service facilities will comply with all applicable federal and state laws, including specifically FCC and FAA regulations, and all City codes.
- ☐ A notarized letter signed by the applicant stating that the antenna usage will not interfere with other adjacent or neighboring transmission or reception communications signals.
- ☐ Manufacturer information indicating compliance with adopted noise standards.
- ☐ Copy of FCC license for service area or facility (whichever is applicable). The applicant, if not the personal wireless services provider, shall submit proof of a lease agreement with an FCC licensed personal wireless services provider if such provider is required to be licensed by the FCC.
- ☐ **For a new or replacement tower, or co-location of antennas exceeding the height of an existing tower:** A copy of the applicant's FAA determination.
- ☐ **For a new or replacement tower only:** A report by a professional engineer (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide hazard or seismic hazard area. If required, two copies are to be submitted to the Planning Department.
- ☐ **For a new or replacement tower only:** Propagation maps showing the following information:
 - ☐ Labels indicating major streets, landmarks, Kirkland City limits and location of the proposed facility and existing and future handoff sites.
 - ☐ Existing coverage without the proposed facility and with existing and future handoff sites.
 - ☐ Coverage with the proposed facility and with existing and future handoff sites.

- ☐ Coverage with the proposed facility at a lesser height and with existing and future handoff sites.
- ☐ Demonstration that the tower and antennas are required for present and future network coverage in order to satisfy the requirements of the provider's grid system.
- ☐ Demonstration that the height requested is the minimum height necessary for the tower and antennas.
- ☐ **For a new or replacement tower only:** If the site is within or adjacent to a residential zone, then a study shall be provided showing which alternative locations that are not within or adjacent to a residential zone were considered and why these alternative locations are not acceptable.
- ☐ **For a new or replacement tower only:** Copies of the following notice sent by certified mail to all other wireless providers licensed to provide service within the City of Kirkland:
(Wireless provider) is providing you with notice of our intent to apply to the City of Kirkland to construct a personal wireless service facility that would be located at (provide address or general area). In general, we plan to construct a new tower of _____ feet in height for the purpose of providing (cellular, ESMR, PCS, etc.) service in the _____ frequency range.
Please inform us whether you have any wireless facilities located within (distance based on coverage objectives) of the proposed facility that may be available for collocation opportunities, or whether you are interested in collocating on our proposed facility. Please provide us with this information within 15 business days after the date of this letter. If no response is received within that time, we will assume that you do not wish to pursue collocation. A copy of this letter is being provided to the City of Kirkland as part of our permit application package.
- ☐ **For Process IIA and IIB Permits Only:**
 - ☐ Signed agreement (supplied by the City) and payment of applicable fee to initiate third party review of the application, as described in Zoning Code Section 117.60.
 - ☐ An evaluation of existing available land, and buildings and structures taller than 30 feet within ¼ mile of the proposed site. Please include the following information, at a minimum:
 - ☐ A map showing structures taller than 30 feet within ¼ mile of the proposed site and their heights.
 - ☐ Property owner name and address and structure owner name and address for each structure.
 - ☐ Dates of contacts with property owner and structure owner, and results of those contacts.
- ☐ All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.

- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ A copy of all existing recorded easement documents pertaining to the subject property.
- ☐ A report by a professional engineer (per Zoning Code Chapter 85) may be required if development will occur on or near a landslide or seismic hazard area.
- ☐ Clustered mailbox structure location plan approved by the U.S. Postal Service Kirkland Growth Management Representative (1-800-275-8777).
- ☐ If the subject property is within 150 feet of a Hazardous Liquid Pipeline Corridor, or if the proposal is for a high consequence land use, within 500 feet of the subject property verification that the pipeline operator has reviewed the proposed development plans. A transmittal form provided by the Planning Department is to accompany the plans for operator review.

Public Notice Signs

Read Completely and Carefully

For Process I, IIA, and IIB Permits, the applicant is responsible for obtaining and erecting a public notice sign(s) on or near the subject property. The sign(s) must be erected before a determination of completeness can be issued. **Failure to have the sign(s) in place by the deadline time will result in a delay of permit processing and additional charges to re-notice the application.**

For more information, exemptions, and specific requirements please refer to the [Public Notice Signs Handout](#).

Tree Plan Matrix

The following chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed: [Tree Plan Matrix](#).